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Chief, Management Staff

9 February 1956

Chief, Records Management Staff

Weekly Report - Week Ending 8 February 1956

1. The records disposition survey in the Office of Training is 85% complete. As a result of this survey the equivalent of 7 safe cabinets of inactive records has been transferred to the Center. When the schedule is completed additional ones will be transferred.

2. In cooperation with the Personnel Office, two forms previously used for the listing of properties suitable for rental by Agency employees have been combined into one form.

3. The immediate office of the DD/S has transferred the equivalent of 2 safe file cabinets of inactive records to the Center.

4. The inventory of records in the Office of Personnel is 35% complete.

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